

Team Contract

Section 1: Team Name and Mission

Cyber Crew

Our mission is to create a miniscule automated assembly line.

Section 2: Membership

Team Members:

1. Mark Leitner
2. Iulian David
3. Abdul Alhajeri
4. Faihan Aldouser

Mentor:

Ankit Gupta

Section 3: Roles and Responsibilities

Who will be in charge of your budget?

Who will be the primary client contact?

Who will organize team meetings?

Who will be in charge of keeping team documentation?

What other roles are critical to team success?

How will roles be selected/assigned?

What are the key responsibilities associated with each role?

Section 4: Team Relationships

Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.

Members will...

Members will NOT ...

Section 5: Joint Work

5a. Purposes of Joint Work

Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.

Members will...

Members will NOT...

5b. Team Meetings

Team meetings are an important example of working together.

** Where and when will the team meet?*

** What components are required in team meeting agendas?*

** How will meeting minutes be taken/circulated?*

Section 6: Individual Work

Team members are expected to work alone in many cases to complete work important to the team.

** How will work assignments be made?*

** How will quality expectations be established and verified?*

** How will due dates be established and verified?*

** How will status of work in progress be communicated?*

Section 7: Documentation and Communication

The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.

- * *What individual documentation will be kept?*
- * *What team documentation will be kept?*
- * *What is the process for communicating with other team members?*
- * *What is the process of communicating with your client/outside stakeholders?*

Section 8: Conflict Resolution

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.

- * *What process will be used to address conflicts?*
- * *How will team dynamics be communicated to instructors/mentors?*

Section 9: Amendments

- * *Where will this team contract be kept?*
- * *How often will the contract be reviewed?*
- * *How can the contract be amended?*

Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date